

# Retention and Classification Report

**Agency:** Cedar City (Utah) (174)

10 North Main Street  
Cedar City, UT 84720  
435-586-2950

**Records Officer** Kariane Coleman

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**AGENCY:** Cedar City (Utah)

**SERIES:** 23575

4

**TITLE:** Board of adjustment minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The board of adjustment meets monthly to consider appeals to Cedar City zoning decisions and to hear petitions for variances or special exceptions to zoning specifications (Utah Code Annotated, 10-9-103(1), 1997). The board consists of five members and alternate members as the chief executive officer considers appropriate (UCA 10-9-701(2)(a) 1997). In the minutes the secretary summarizes considerations brought before the board. The majority of requests are for variances to home occupation, such as home owner requests to operate commercial activities from their homes. The secretary reports the date and time of meeting, the names of those present, and records the board's decision on each consideration. When voting is not unanimous the minutes report who voted for and against. Beginning in 1994 the minutes begin to include some home inspection reports. These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/13/2015

**AGENCY:** Cedar City (Utah)

**SERIES:** 23575

**TITLE:** Board of adjustment minutes

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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**APPRAISAL:**

Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 23618

4

**TITLE:** Cemetery deeds

**DATES:** 1900-ongoing

**ARRANGEMENT:** chronological by certificate number with subsequently created documents filed immediately after the original certificate.

**DESCRIPTION:**

The Cedar City recorder keeps a record of cemetery deeds, more recently called certificates of burial rights (Compiled Laws of Utah 15-10-632x5, 632x6, 1907). Cemetery deeds convey ownership of cemetery plots from the city mayor to individuals. Each deed includes the date of creation and recording, describes the cemetery plot involved, names the recipient and verifies that payment was made. In addition to cemetery deeds the Cedar City books contain other related documents including deeds or assignments transferring burial rights from the original purchaser to someone else, and affidavits and letters discussing the owner's wishes regarding the cemetery plot.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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**AGENCY:** Cedar City (Utah)

**SERIES:** 23618

**TITLE:** Cemetery deeds

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Historical Legal

Cedar City cemetery deeds document ownership of cemetery plots in the city cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 85021

4

**TITLE:** City Council minutes

**DATES:** 1873-1883; 1891-1896; 1900-

**ARRANGEMENT:** Chronological according to date of entry

**DESCRIPTION:**

The minutes of the Cedar City city council summarize the discussions held at council meetings. The city council consists of the mayor and council members, who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101, also Revised Ordinances, Cedar City, 1937, 5-50-68). The council, which meets twice monthly, is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, and regulating activity within the city. The city council manages city finances, and from 1900 to 1950 details of city expenditures were included in the city council minutes. The council regulates activities within the city, such as traffic, liquor sales, day care, and other commercial activity. Over the years the Cedar City city council has initiated and maintained many community improvements. These included an irrigation system, a slaughter house, school buildings, and a city hall during the 19th century. In the early 20th century, Cedar City erected telegraph lines, established a public library and gymnasium, installed new street lights, paved streets, and built a reservoir. The city council helped sponsor WPA projects in the 1930s and established a fire department. They worked to get a four year college in Cedar City in the 1940s. From 1939 to 1970 the council put much effort into the development of a municipal airport. In the later 20th century the city council lent support to the Shakespearean Festival, the construction of I-15, and the creation of the Iron Mission Museum. They established a planning commission in 1945, to assist in planning city development and in working on zoning ordinances and building codes. They established a redevelopment agency in 1980 to make and carry out plans for revitalizing downtown Cedar City.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**AGENCY:** Cedar City (Utah)

**SERIES:** 85021

**TITLE:** City Council minutes

(continued)

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 01/04/2001

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical Legal

The city council minutes summarize the activities and concerns of the Cedar City city council.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 23573

4

**TITLE:** Codified ordinances

**DATES:** 1903-

**ARRANGEMENT:** Chronological by year of publication.

**DESCRIPTION:**

The city council published codified ordinances for Cedar City in 1903, and then revised and republished the ordinances every ten to twenty years thereafter. The ordinance books contain the complete updated and simplified code of all general or permanent ordinances enacted by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by law (See Utah Code, 1991, 10-3-707). Each book of codified ordinances defines the boundaries for Cedar City and establishes guidelines for city government including statutes governing the enactment of new ordinances. Codified ordinances define the responsibilities of all city officials including mayor, city council, city recorder, treasurer, sexton, marshal, city attorney and justice of the peace. Ordinances define misdemeanors and nuisances, and they specify regulations for various activities such as liquor sales, activities at dance halls, peddling, and merchandising. planning Ordinances regulate traffic and public works such as the sewer and water works. Ordinances also define codes for building and such things as plumbing and electric wiring. They establish and define the responsibilities of city agencies such as the redevelopment agency, the board of adjustment and the planning commission.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 02/08/2001



**AGENCY:** Cedar City (Utah)

**SERIES:** 23573

**TITLE:** Codified ordinances

(continued)

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 23720

3

**TITLE:** Meter changeout information records

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records document the installation, repair, testing and replacement of meters. They include account number, address, date of initial installation or replacement, date of repair and remarks.

**RETENTION:**

Retain 1 year after meter is destroyed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 24.

**AUTHORIZED:** 05/08/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after meter is destroyed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Cedar City (Utah)

**SERIES:** 23720

**TITLE:** Meter changeout information records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 28098

3

**TITLE:** Patrol briefing

**DATES:** 2008-

**ARRANGEMENT:** Chronologically by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These documents serve as a hard copy of information collected during shifts to be passed on to the next shift. Information includes identifying officers who have less lethal weapons, the weapon type, and special assignments. They are used to pass the information from shift to shift throughout the day.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 3.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Cedar City (Utah)

**SERIES:** 28098

**TITLE:** Patrol briefing

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 23574

3

**TITLE:** Planning commission minutes

**DATES:** 1945-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Cedar City planning commission minutes are prefaced by a copy of the city ordinance (1945) creating the commission as authorized by Utah law (Laws of Utah, 1945, chapter 23). The ordinance provides for the appointment of a municipal planning commission to regulate the subdivision of land, monitor building, appoint a board of adjustment and enforce regulations. The Cedar City planning commission has seven members. One is also a member of the city council and another also a member of the board of adjustments. The planning commission is responsible for developing a master plan for the physical development of the city, creating official maps, and approving all subdivisions and public construction. In addition to the date and names of those present, the planning commission minutes include a summary of the planning commission's discussion. Issues addressed include the development of a master plan for Cedar City and the zoning requests of specific individuals and businesses. The planning commission manages subdivision development and is involved in building or maintaining public institutions like the airport, hospital, and civic center. They are also involved with issues like city traffic and parking, university housing, and day care and pre-school facilities. The planning commission minutes include several petitions and letters, as well as occasional maps.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/13/2015

**AGENCY:** Cedar City (Utah)

**SERIES:** 23574

**TITLE:** Planning commission minutes

(continued)

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Historical Legal

The planning commission minutes document city planning which is the foundation for zoning ordinances.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 23113

3

**TITLE:** Police arrest reports

**DATES:** 1920-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are misdemeanor and felony arrests for adults and/or juveniles. These case files include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. These reports may include witness statements, photos, evidence logs, medical reports, copies of teletypes, and other supplemental investigation reports. Sometimes a copy of the arrest report is sent to the county jail.

**RETENTION:**

Retain 5 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 3.

**AUTHORIZED:** 08/21/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.



**AGENCY:** Cedar City (Utah)

**SERIES:** 23113

**TITLE:** Police arrest reports

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (9)(2008)

**SECONDARY CLASSIFICATION(S):**

Private

Public. Initial contact report UCA 63G-2-301 (2)(g)(2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 23114

3

**TITLE:** Police case files

**DATES:** 1920-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are reports of cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The supplemental continuation reports are used to provide additional information concerning a police investigation. Most reports are call to service, information, civil problems or investigations which do not involve arrests. These may include courtesy reports taken for other agencies and unfounded reports where no arrests were made.

**RETENTION:**

Retain 5 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

**AUTHORIZED:** 08/21/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**AGENCY:** Cedar City (Utah)

**SERIES:** 23114

**TITLE:** Police case files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (9)(2008)

**SECONDARY CLASSIFICATION(S):**

Public. Initial contact report

Private

**AGENCY:** Cedar City (Utah)

**SERIES:** 23115

3

**TITLE:** Police DUI (driving under the influence) reports

**DATES:** 1920-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports are a three-part state form used for reporting persons arrested for driving under the influence (DUI) of alcohol. The original is sent to the Driver License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223) (5)(2000). The report is filed by case number. This case file may include photos, witness statements, medical tests, and other supplemental or investigative reports. If the DUI results in death/homicide the record will be maintained as a part of records series 23112, Homicide, suicide and theft of public funds case files.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**AGENCY:** Cedar City (Utah)

**SERIES:** 23115

**TITLE:** Police DUI (driving under the influence) reports

(continued)

**APPRAISAL:**

Administrative Legal

This records series matches with Municipal General Retention Schedule item 21-6, however the agency has determined that they need to maintain them for 5 years.

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (1)(b)(2008); UCA 63G-2-302 (3)(c)(2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 23072

3

**TITLE:** Police fatal accident reports

**DATES:** 1950-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document traffic accidents which resulted in one or more fatalities investigated by the police department. The report usually includes complete information on all vehicles and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description and weather conditions. The original report is sent to the State Department of Public Safety (UCA 41-6-35 (2000)), and is maintained for seven years. Reports may include witness statements, photos, toxicology reports and medical reports.

**RETENTION:**

Retain office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Cedar City (Utah)

**SERIES:** 23072

**TITLE:** Police fatal accident reports

(continued)

**APPRAISAL:**

Administrative Historical Legal

Although this records series does match with item 21-3 of the Municipal General Retention Schedule, the agency has determined that there is value in maintaining this records series permanently for historical purposes and as a resource for tracking the causes of, and contributing factors to, fatal accidents in Cedar City.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (38)(2008)

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 41-6-40 (2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 23112

3

**TITLE:** Police homicide, suicide and theft of public funds case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These case files are created as a result of homicide, suicide, or theft of public funds complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 2.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.



**AGENCY:** Cedar City (Utah)

**SERIES:** 23112

**TITLE:** Police homicide, suicide and theft of public funds case files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (9)(2008)

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Cedar City (Utah)

**SERIES:** 23068

3

**TITLE:** Police non-reportable accidents

**DATES:** 1950-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document non-reportable traffic accidents investigated by the police department. A non-reportable accident is an accident where the total damage to all involved vehicles is less than \$1000, no injuries have occurred and the cases are considered closed (UCA 41-6-35 (1)(2000). Non-reportable accidents also include accidents which occur on private property. The report usually includes complete information on damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is kept at the police department.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

**AUTHORIZED:** 08/04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**AGENCY:** Cedar City (Utah)

**SERIES:** 23068

**TITLE:** Police non-reportable accidents

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (38)(2008)

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 41-6-40 (2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 23069

3

**TITLE:** Police reportable accident reports

**DATES:** 1950-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. These are accidents where damage exceeds \$1000, and are on public property. Also included are hit and run accidents and injury accidents where death does not occur. Witness statements and photographs may be a part of the report. The original report is sent to the State Department of Public Safety (UCA 41-6-35 (2000)), and is maintained for seven years.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

**AUTHORIZED:** 08/04/2000

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**AGENCY:** Cedar City (Utah)

**SERIES:** 23069

**TITLE:** Police reportable accident reports

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (38)(2008)

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 41-6-40 (2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 25211

3

**TITLE:** Publications

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Cedar City or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Master Plan" (1990): 'This Master Plan is a policy document reflecting the general interests of the community and is designed to guide decisions and establish priorities affecting the future character of Cedar City' (Introduction p. 7)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Cedar City (Utah)

**SERIES:** 25211

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar City (Utah)

**SERIES:** 23603

4

**TITLE:** Redevelopment agency minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The city council organized the redevelopment agency in June 1980 for the purpose of revitalizing downtown Cedar City. According to established guidelines (Utah Code, Unannotated, 1991, 17A-2-1101 t 17A-2-1191.51) redevelopment agencies can be organized to improve or rehabilitate blighted areas. In accordance with the law, the Cedar City redevelopment agency selected and defined a project area for rehabilitation. Working with both the city council and the planning commission, the redevelopment agency developed plans and implemented improvements in the downtown area. The redevelopment agency minutes document the formulation and implementation of these plans. The agency's stated goals were to: build a downtown area that would better serve all Cedar City citizens; provide adequate public facilities for city government and a public library; maximize tax revenue; and protect and enhance a downtown business district. These plans involved the demolition of an old jail and other buildings; the development of a retail area, particularly a retail grocery project; and the development of a city park. Originally the redevelopment agency discussed building an Iron County convention center and talked about getting an MX missile site near Cedar City. Cedar City officials hoped that redevelopment would make Cedar City a regional center. Throughout, the minutes suggest that redevelopment plans were controversial.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015



**AGENCY:** Cedar City (Utah)

**SERIES:** 23603

**TITLE:** Redevelopment agency minutes

(continued)

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Redevelopment agency minutes document Cedar City downtown development.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3)(2008)

**AGENCY:** Cedar City (Utah)

**SERIES:** 24069

3

**TITLE:** Treasurer's accounts

**DATES:** 1888-1900

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

The account book is maintained by the city treasurer. It lists payments and amounts by various accounts (e.g., stock account, real estate, water taxes), names of individuals, dates, totals, and subtotals. It also includes various treasurer's reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Cedar City (Utah)

**SERIES:** 24069

**TITLE:** Treasurer's accounts

(continued)

**APPRAISAL:**

Historical

This book is based solely on the records secondary historical value. It documents some of the earliest financial accounts in Southern Utah.

**PRIMARY CLASSIFICATION:**

Public